



MILPITAS ADULT EDUCATION PROGRAMS

1331 East Calaveras Boulevard • Building #400 • Milpitas, CA 95035
A.E. (408) 945-2392 • I.S. (408) 945-2346

November 14, 2003

Kathleen Yurchak, Facilities Supervisor
City of Milpitas
455 East Calaveras Boulevard
Milpitas, CA 95035

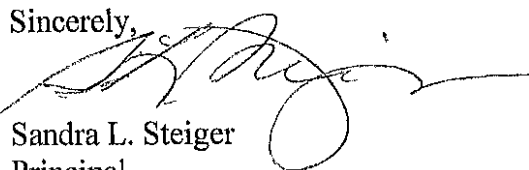
Dear Ms. Yurchak:

For the past eight years, the Milpitas Adult Education Programs has held the graduation ceremonies for its adults, who are receiving high school diplomas and GED certificates, at the Milpitas Community Center. In the past, we have been able to reserve this facility in the fall in preparation for our June graduation which must go on the Milpitas Unified School District calendar. We must plan this ceremony at least ten months in advance to ensure that we do not conflict with other school graduations in the district so that district officials and board members will be able to attend. More importantly, since our program is open entry/open exit, our students graduate throughout the year and then go on to post-secondary training or into the military, move out of the area, and/or remain a very mobile population. Without ample notice of when and where their graduation ceremony will be taking place, many of these students would miss this very important life event.

Consequently, I am writing you to petition you to allow us, as a Priority II organization, to book the Community Center for our graduation on Wednesday, June 9, 2004 now and not to wait until the March 1, 2004 date. Traditionally, we have had the ballet room to use for our students to change into their caps and gowns and for us to assemble them for the processional. We encourage students to come to the center at 5:30 p.m. to ensure their readiness by our ceremony which begins at 6:30 p.m. and ends at 7:30 p.m.

Thank you for considering this urgent request.

Sincerely,


Sandra L. Steiger
Principal

GENERAL RENTAL INFORMATION

1. Rental facilities may be viewed during regular business hours, by appointment only, provided no other functions are scheduled. To make an appointment please call the facility.
2. No phone, mail or fax reservations are accepted. Rental permits available for
Community Center, Higuera Adobe building & parks: Community Center, 457 East Calaveras Blvd, Monday-Thursday, 8:00am to 7:30pm, Friday, 8:00am to 5:00pm. 408.586.3210.
Sal Cracolice (re-located Senior Center), 540 S. Abel, Monday - Friday, 9:00am to 4:00pm. 408.586.2775.
Sports Center & Sports Fields: Sports Center, 1325 E. Calaveras Blvd., Monday - Thursday, 6:00 am - 9:00pm, Fridays, 6:00am - 6:00pm, Saturday, 9:00am to 1:00pm. 408.586.3225.
Milpitas Police Department Community Room: Police Department, 1275 N. Milpitas Blvd. Monday-Friday, 8:00am to 5:00pm. 408.586.2400, residents use only.
City Council Chambers: City Manager's Office, located at 455 E Calaveras Blvd., Monday - Friday, 8:00am-5:00pm
Entertainment Event permits must be obtained in person at the City Clerk's Office, located at 455 E Calaveras Blvd., Monday - Friday, 8:00am to 5:00pm
3. Facilities may be reserved for use anytime from 7:00am to 12 midnight with the exception of the Police Department Community Room, which is available for residents only from 8:00am to 11:00pm. Rental fees are charged from the time you or your caterers, florists, etc. enter the facility until your function is over. When planning your rental times, be sure to include setup time for decorating, caterers, florist, etc.

RESERVATIONS TIMELINE:

1. The City of Milpitas, Planning, Recreation & Neighborhood Services Department must receive a Facility Use Application, a cleaning & damage deposit and an application fee before any function may be scheduled (at the appropriate location above). **All fees must be paid in the form of a cashier's check, money order, cash or VISA/MC/DISCOVER. Cashier's check or money orders must be payable to: City of Milpitas.** No personal checks will be accepted. Final rental fees, set-up diagram, proof of insurance (if applicable) are due 30 days prior to the rental date and must be paid in person.
2. Reservations can be made according to these timelines: Milpitas Residents -- (two forms of proof of residency required, photo ID & current utility bill) Up to 1 year in advance; Non Residents -- Up to 6 months in advance; Resident Non Profits, See guidelines below.

RESIDENT NON-PROFITS ORGANIZATION TIMELINE:

Resident non-profits may reserve facilities no more than one (1) year prior to the proposed use date for special events, parties etc. Non-profits may also reserve a meeting room twice per month, for the application fee rate, for business meetings only, on a space available basis. Free use is contingent on submission of an application within the date parameters outlined below. Applications submitted outside the given guidelines will be charged full non-profit fees according to the standard fee schedule. Organizations may reserve up to three dates on one application for business meetings only.

Resident non-profits must submit, every January, a current roster with 51% or more Milpitas Residents letter with current non-profit status and a letter listing two (2) individuals authorized to make changes or cancel reservations.

For Non-Profit Meetings In

January-March
April-June
July-September
October-December

Non Profit Application Accepted

December 1
March 1
June 1
September 1

For further information regarding rental policies, please refer to the Facility Use Rules & Regulations. Should you have any questions, please call the Milpitas Community Center at 408.586.3210.

CITY OF MILPITAS

FACILITY USE RULES AND REGULATIONS FOR INDOOR & OUTDOOR FACILITIES

I. PRIORITIES

Priorities are designed to determine fee and reservation status. For reservation status see rule 2.4 and 2.5.

1.1 To provide for public activities in the best interest of the Community, City facilities will be reserved in accordance with the following group priorities:

Priority I. City sponsored and administered programs.

1. No deposit
2. No rental fee
3. No Staff fee
4. No application fee

Priority II. Programs or activities of Senior Citizens or handicapped groups which are principally composed of local residents (51% or more), private or public schools located in the Milpitas City limits, the Milpitas Chamber of Commerce and governmental agencies.

1. No deposit
2. No rental fee
3. Staff at actual cost to City
4. Application fee
5. Any applicable insurance fees that may apply

Priority III. Non-profit groups that are organized for recreational, social, cultural, religious or civic purposes and whose membership is principally composed of local residents, (51% or more) or whose charter is based in Milpitas.

1. Facility deposit according to the fee and deposit schedule
2. Rental fee according to fee schedule
3. Staff at actual cost to the City
4. Application fee
5. Any applicable insurance fees that may apply

Priority IV. Any other group, business or individual resident of the City of Milpitas.

1. Facility deposit according to the fee and deposit schedule
2. Rental fee according to fee schedule
3. Staff
4. Application fee
5. Any applicable insurance fees that may apply

Priority V. Any non-resident group, business or individual.

1. Facility deposit according to the fee and deposit schedule
2. Rental fee according to fee schedule
3. Staff
4. Application fee
5. Any applicable insurance fees that may apply